



JustArt Australia Parent Handbook

JustArt Australia provides creative art workshops for primary school aged students. We offer small class sizes afterschool of approximately 10-15 students each session with ages from 5-12 years. A minimum number of 6 students are needed to run the class.

Hours of Operation

Children must be accompanied by an adult when collected from the workshop.

Our afterschool program offers:

- 90 minutes of art workshop

Federal Government Duty of Care laws state that under no circumstances must staff find themselves alone with one child. It is important that students and parents adhere to our program operating hours to ensure the safety of their child.

Booking Fee

All bookings must be paid in full on Trybooking. We teach students over a 8 consecutive week period each term for 90 minutes.

Student Cancellations: Cancellations made up to two weeks before the course starts will incur a \$20 administration fee. Cancellations made within two weeks of the course starting will not be refunded. Missed classes are the student's responsibility and students are not eligible for a refund or credit.

JustArt Cancellations: JustArt Australia makes every effort to ensure advertised courses run. JustArt Australia reserves the right to alter the program either before or during the course and to cancel any program if insufficient enrolments are received. If JustArt Australia cancels a course, you will be offered an alternative course or a refund if your payment has been processed.

No Credits: Once a course has started, missed classes are the student's responsibility and students are not eligible for credit or refund.

Make Up Classes: There are no make up classes. Most of our classes are full and it's OHS risk to include additional students.

Photographing

We love to share our passion for art by posting students' artwork on our website and social media avenues. We mostly photograph students' backs, top view and artwork however we sometimes add faces. We value everyone's privacy so if you would NOT like your child's face in photos please email us to let us know.

Late Collection Fines

We understand that sometimes unforeseeable situations arise from time to time. You need to contact **Gemma Moule 0406 422 982** if you are running late or arrange for an adult to collect your child/s. If another adult is collecting your child then you need to notify us in writing at info@justartaustralia.com

Fines apply if you are late to collect your child/s and if it becomes a regular occurrence (more than 3 times) it may result in your child not returning to our afterschool program.

Food

All food and drink must be provided by the parents. Your child should bring a water bottle to be refilled.

Due to anaphylaxis allergy **all nuts and nut products are banned**. Please check labels on all packaged food to ensure these are not included in the ingredients.

DO NOT bring soft drinks or large quantities of chocolate/sugary foods with your child. Anaphylaxis allergy is a life threatening illness, and remind your children **not** to share food and to wash hands both before and immediately after eating. If you have booked places for another family's children you must communicate this information to them.

Attire

It is advised the students wear clothing suitable for art workshops. It is recommended that closed in shoes are worn.

Mobile phone and Device Policy

JustArt Australia doesn't take any responsibility for mobile phones, tablets or valuable items brought into the workshops. If your child needs to bring a mobile then it must be switched off and kept in their bag. Please call if you wish to get in touch with your child. Your child may only make calls to a parent/carer or emergency contact person which will be supervised. If your child is feeling distressed then they need to speak with one of the educators.

Illness

JustArt Australia can effectively respond to and manage accidents, illness and emergencies which occur at the centre to ensure the safety and wellbeing of children. Infection spreads quickly among children and staff, therefore we insist that you **do not send sick children** to a workshop. Students who arrive poorly at the workshop will be sent back home.

If a child becomes unwell:

- Staff will contact the parent(s) or emergency contact on the enrolment form to arrange for the child to be collected immediately. Two Australian contact numbers minimum are required to complete the enrolment form.
- If the situation is critical, staff will contact the parent immediately and seek emergency medical attention.

Medication Policy

If your child requires medications you must notify us that your child needs medication and complete an **Authority to Administer Medication Form** for each day you want medication to be given to your child this includes self administration of medication.

Our duty of care is that we can only administer medication that is:

- prescribed by a doctor
- is in the original container clearly displaying the chemist's label with the child's name and prescribed dosage, and has a current use by date.

We will **NOT** administer over the counter medicines (such as Paracetamol) without medical authority. Parents will be contacted to collect their child immediately if over the counter medicines are required.

Emergency Medication

We can administer a single specified dose of Paracetamol or Ventolin (provided by you) to your child in an emergency **if** you have completed the relevant form and given written authority.

If we do this, we will also contact you asking that you come and collect your child as soon as possible.

Accidents and First Aid

Teachers are qualified Senior First Aid Officers and have completed Anaphylaxis Awareness Training. If a child has an accident while they are in our care, we always provide first aid however small the injury is. We will complete an **Accident and Incident Report Form**, noting where and how the accident happened and the first aid given to your child.

If a child has a serious injury when they are with us, we may call the ambulance to take the child to the hospital. We will make an assessment based on First Aid procedures and the cost of this will fall on the family of the injured child.

Signing Out

Parent/Carers/other authorised persons must accompany children and sign **them out** from all JustArt Australia workshops.

Children will only be allowed to leave with:

- Parents/carers (unless a written court order restricts access to the child)
- Any adult authorised by the child's parents to pick them up

You will need to inform us if someone else is collecting your child. They will need to show identification and must be over 18 years of age.

If a person collecting your child is under the influence of alcohol or drugs we will call a friend or relation who can pick them up or call a cab on their behalf.

Custodial Agreements

If there are any legal restrictions you must inform us at enrolment in writing. We cannot refuse a parent access to their child, unless we have a copy of a court order restricting/denying them this access.

Supervision

Parents are responsible for supervising their children while they are present at the workshop (i.e. pick up and drop off). Parents and siblings not enrolled at the Centre cannot stay in the studio once workshops have commenced.

Managing Children's Behaviour

Positive behaviour management is used throughout our workshops. Positive guidance, encouragement of good behaviour, and redirection will be used to manage behaviour where possible.

Class rules are established at the beginning of each session. Negative behaviour will be dealt with through consequences and parents will be informed on collection the structure of the consequences. For example if a child has had to move seats. If your child displays behaviour in which themselves or other children are at risk we will work collaboratively with you to manage your child's behaviour. Children will only be excluded from our service *as a last resort* if, after many attempts, their behaviour continues to put themselves or others at a level of risk we cannot manage.

We are happy to include any child's professional helper, however you must provide a ***Working With Children Police Check*** and ***First Aid Certificate*** before the workshop.

Children with a disability

JustArt Australia is an inclusive environment where everyone is welcome. If you or your child has a disability then please let us know at enrolment so we can best meet their requirements.

Grievances

Any concerns or issues will be worked through in order to have a positive outcome. Please call **Gemma Moule** for any concerns or issues in the first instance on **0406 422 982**.